

# FY08 REPORT FACTSHEET FOR STATE-FUNDED NON-CLINICAL ADOLESCENT HEALTH CENTERS:

## WHEN ARE REPORTS DUE?

Required Report	Due Date
<b>Adolescent Health Education Presentation Form</b>  Non-clinical centers must submit this form quarterly with the quarterly narrative reports. <b>A year-end report for the period of January 1, 2008 – December 31, 2008 is due January 30, 2009.</b>	CY2007 Year-end report – DUE January 30, 2008  January 1 – March 31, 2008 – DUE April 30, 2008 April 1 – June 30, 2008 – DUE July 30, 2008 July 1 – September 30, 2008 – DUE October 30, 2008  CY2008 Year-end Report – Due January 30, 2009
<b>Adolescent Health Year End Report of Services &amp; Referrals</b>  Non-clinical centers must submit this form quarterly with the narrative reports and Health Education & Presentation Form. <b>A year-end report for the period of January 1, 2008 – December 31, 2008 is due January 30, 2009.</b>	CY2007 Year-end report – DUE January 30, 2008  January 1 – March 31, 2008 – DUE April 30, 2008 April 1 – June 30, 2008 – DUE July 30, 2008 July 1 – September 30, 2008 – DUE October 30, 2008  CY2008 Year-end Report – Due January 30, 2009
<b>CAHC Medicaid Outreach Report Form</b>  Non-clinical centers must submit this form quarterly with the quarterly narrative reports.	October 1 – December 31, 2007 – DUE January 30, 2008 January 1 – March 31, 2008 – DUE April 30, 2008 April 1 – June 30, 2008 – DUE July 30, 2008 July 1 – September 30, 2008 – DUE October 30, 2008  October 1 – December 31, 2008 – DUE January 30, 2009
<b>Quarterly Narrative Summary Reports</b> (includes narrative of progress on objectives and activities proposed in MDCH/MDE application, identification of barriers, and identification of any technical assistance needs relative to program delivery and administration)	<i>Quarterly reports are <u>due to MDCH</u> for the following time periods:</i>  October 1 – December 31, 2007 – DUE Jan. 30, 2008 January 1 – March 31, 2008 – DUE April 30, 2008 April 1 – June 30, 2008 – DUE July 30, 2008  <i>*The fourth quarter narrative report will be waived in lieu of the annual summary report.</i>
<b>Annual Narrative Summary Report</b> (includes narrative of progress on objectives and activities proposed in MDE application and should cover the period of October 1, 2007-September 30, 2008; please note that there is a required format for the annual narrative summary report)	November 30, 2008

**WHEN ARE FINANCIAL STATUS REPORTS DUE?**

Quarterly financial status reports (FSRs) are required for state-funded non-clinical teen health centers. These reports should be submitted on the following schedule (*for tracking of expenditures, not invoice for payment*):

Required Report	Due Date
<b>Quarterly FSRs</b> (includes expenditures for the previous quarter)	October 1 - Dec 31, 2007 – DUE January 30, 2008 January 1 – March 31 – DUE April 30, 2008 April 1 – June 30 – DUE July 30, 2008
<b>Final Financial Status Report</b> (includes expenditures for the period of October 1, 2007 – September 30, 2008)	November 30, 2008

**WHO SHOULD WE SUBMIT REPORTS TO?**

All reports should be submitted to:

**Michelle Twichell**  
Michigan Department of Community Health  
Washington Square Building  
109 Michigan Avenue, 4<sup>th</sup> Floor  
Lansing MI 48913

Please also send an original copy of the quarterly and year-end FSRs to:

**Mr. Pat Burke, Chief Financial Officer**  
Michigan Primary Care Association  
7215 Westshire Drive  
Lansing, MI 48917